

Retention and Classification Report

Agency: Duchesne County (Utah). Public Works Department (3113)

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Records Officer Cristina Neilson

23826 Daily master transaction report

AGENCY: Duchesne County (Utah). Public Works Department

SERIES: 23826

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TITLE: Daily master transaction report

DATES: 1997-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

This daily report lists all transactions at the landfill. It includes date, beginning time, account number, truck number, gross weight, tare weight, net weight, load cost, health cost, city fee, county fee, fee grand total, material code, amount tendered, and paid type.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 31, Item 4.

AUTHORIZED: 07/17/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Duchesne County (Utah). Public Works Department

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(continued)

PRIMARY CLASSIFICATION:

Public